



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 19 1973 73-90 FEB 27 1973		
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Legal Division State Capitol 201 Atlanta, Georgia 30334			
4. Person to Contact William L. Harper		5. Working Title Executive Counsel		6. Tel. No. 656-1790
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>				
8. Earliest & Latest Dates of Series November, 1970-to Date		9. Exact Series Title Judicial Appointees Recommendations File		
10. What is the function of the office in which this record series is created The Legal Division is responsible for handling all legal matters for the executive offices. Duties which facilitate this basic mission are 1) confer with and advise the Governor on all matters of state; 2) prepare all executive orders, minutes, and other executive documents to assure that the action taken is authorized by law and properly accomplished; 3) prepare, draft, and monitor executive legislation programs and represent the Governor on such matters before legislators and other elected officials; 4) represent the Governor with respect to all criminal extraditions and executive agreements concerning the interstate transfer of prisoners and matters dealing with capital punishment; 5) handle resignations and bonds of all public officials and the resignations and appointments of all judicial officials; 6) represent the Governor in such other matters of state as he may from time to time request.				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): The file contains materials relating to which persons shall be appointed/not appointed by the Governor to various judicial offices. The series includes recommendations of and for candidates for appointment, requests for consideration for appointment, evaluations of candidates and related papers. The series is arranged alphabetically by name of office.				
ATTACH SAMPLES OF THE FILE				
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers				ANNUAL RATE OF ACCUMULATION .5 1
Legal-size File Drawers		2	4	Floor Space Occupied (Square Feet) In Office(s) In Storage Area(s)
				This Year's Last Year's Preceding Year's All Prior Year's
				AVERAGE DAILY REFERENCES

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? Series contains very sensitive materials. ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? Appointees are recorded elsewhere but data for new appointments would have to be re-collected. ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Because of the length of periods of appointment, there is need for lengthy retention of these records. Information concerning the selection/ qualifications of judicial appointees is valuable historical data.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [XX] Other Cut off at end of term of Governor then:
- ☐ [] Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☒ [XX] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations	<input checked="" type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	<input checked="" type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date
25 are:	<input checked="" type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date
	<input checked="" type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date